

COMOMAGINST 3100.4M
23 JUN 2000

COMOMAG INSTRUCTION 3100.4M

Subj: QUARTERLY CONDITION REPORT

Encl: (1) Sample Quarterly Condition Report

1. Purpose. To promulgate guidelines for the submission of Quarterly Condition Reports by MOMAUs. Implementation of this instruction will standardize information from the sites which will administratively assist the staff. This instruction has been revised in its entirety.

2. Cancellation. COMOMAGINST 3100.4L.

3. Background. COMOMAG is responsible for ensuring all MOMAG sites have the capability to perform their assigned missions.

This report will provide MOMAG sites with a means to consolidate significant operational and administrative events in order for the staff to better support MOMAU activities.

4. Action. Commanding Officers will submit quarterly reports containing information in the areas of Administration and Operations (to include readiness, inspections, manpower facilities, material handling equipment and workload).

5. The Quarterly Condition Report is due at COMOMAG no later than the 15th day of January, April, July, and October. After reporting an initial problem in any particular area, only updates will be necessary. It is not necessary to repeat the entire issue. Enclosure (1) is an example Quarterly Condition Report submission. This format must be strictly adhered to.



R. E. SWART

Distribution: (COMOMAGINST 5216.1R)
List II

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FORMAT FOR QUARTERLY CONDITION REPORT

3100
Date

From: Submitting Command
To: Commanding Officer, Mobile Mine Assembly Group
Subj: QUARTERLY CONDITION REPORT
Ref: (a) COMOMAGINST 3100.4M

1. This report for the First Quarter (YEAR) is submitted per reference (a).

a. Administration

(1) MIW Brief/VIP Visits. List name, rate and parent command.

(2) Community Involvement. Report all significant command involvement in community affairs such as disaster recovery operations.

(3) Manning and Manpower concerns (free text).

(4) Self-Assessment conducted.

(5) Advancement stats are required for the months of March (CPOs), June and December (E4-E6). Report should be in the following format:

NAME, RATE, STANDARD SCORE, PASS/FAIL/ADV

(6) Retention stats report should be in the following format:

NAME, RATE, DATE OF REENLISTMENT/EXTENSION, or SEPERATION DATE

b. Automated Information System (AIS). All information listed below should be included in quarterly report even when that information has not change from a previous report.

Enclosure (1)

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Provide comments where appropriate. Provide appropriate status/problem inputs on C41 items (i.e. Defense Messaging System (DMS), SIPRNET phone system, etc.)

(1) Name of Automated Information Security Manager (AISM)

(2) AISM Projected Rotation date.

(3) Date AISM completed AIS Security Certification and Accreditation Course.

(4) Name of Network Administrator.

(5) Network Administrator Projected Rotation date.

(6) Date Network Administrator completed Windows NT training.

(7) Date of last AIS Accreditation: (Note: Interim Authority to Operate (IATO) IS NO LONGER AUTHORIZED.)

(8) Name and Version of Anti-Virus Software Installed.

(9) Latest Version of Virus Signature File installed.

(10) Date Last Semi-annual AIS Security Training was conducted.

(11) Date User Passwords Were Last Changed.

c. Operations

Inspection results:

(1) MRCI Discrepancies. (List all outstanding discrepancies and status of the corrective actions taken, in the following format):

(a) Discrepancy.

(b) Corrective action taken.

(c) Status (i.e., completed, percentage completed, last supply status, estimated time of completion, etc.). In

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addition, include discrepancies noted on ET mine material
provided by MOMAG activities to commands for TAV's/MRCI's.

(2) ESI Discrepancies. (List all outstanding
discrepancies and status of the corrective actions taken in
the following format):

- (a) Discrepancy.
- (b) Corrective action taken.
- (c) Status.

(3) HAZMAT Discrepancies. (List all outstanding
discrepancies and status of the corrective actions taken, in
the following format:

- (a) Discrepancy.
- (b) Corrective action taken.
- (c) Status.

(4) DDESB Discrepancies. (List all outstanding
discrepancies and status of the corrective actions taken, in
the following format):

- (a) Discrepancy.
- (b) Corrective action taken.
- (c) Status.

(5) FCA Discrepancies. (List all outstanding
discrepancies and status of the corrective actions taken, in
the following format):

- (a) Discrepancy.
- (b) Corrective action taken.
- (c) Status

(6) Describe any MIW Readiness
Improvements/Initiatives.

(7) Material Handling Equipment/Vehicles. (Report any
problems or delays incurred with repair or operations. See
examples below.)

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- One of three forklifts assigned was down for three weeks (3 - 24 JAN) due to a forward/reverse switching relay being burned out. The excessive length of down time was due to parts not being locally available.

- On 11 JAN 99, our five ton stake truck, (vehicle number 54389-99), was turned in to PWC for transmission maintenance, estimated return of vehicle 7 FEB 99. Do not anticipate any readiness impact with the temporary loss of the vehicle.

(8) Facilities. (Report pre-existing or new situations with facilities and maintenance. See example below.)

- On 15 FEB 99, one of the air compressors for mine assembly burned out a shaft bearing. The bearing was not available locally and has been ordered by Public Works. Expected arrival and installation by 30 DEC 99. A portable air compressor with sufficient air volume is not available through host or local rental. Regular workload is not effected, however; if an upgrade is initiated, increased hand tool usage will degrade established production rates.

(9) CASREPS. (List all outstanding CASREP information in the following format.)

Casualty number/level: (i.e. "initial-99001/CAT 2")
Equipment:
Mission Impact:
Assistance required:
Repair Status:

(10) Workload. (Describe OPTEMPO and workload schedule that is affecting mission readiness. See examples below.)

- Completed 100% of scheduled maintenance pertaining to Perpetual Service Mine Workload Schedule.

- Was unable to refurbish four MK 65 Quickstrikes SLMM S & A requisition number is XXXXXXXXXX.

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(11) Upgrade Training. List all upgrade training conducted. Include the following information: number and type of mines built, the elapsed time of upgrade evolution, corrective action of discrepancies noted and post analysis results.

(12) Stockpile Inventory. (Provide results of 1/12th inventories conducted. Supply amplifying information if inventory validity is below 95%.)

<u>Month</u>	<u>Validity</u>
JAN	98%
FEB	95%
MAR	100%

d. Training/Reserve Affairs

(1) Required military training course attended. Include course name and number, date completed and personnel attended. (To include those courses not attended because of emergency leave, lack of funds, etc.)

(2) Quarterly correspondence report received from NR MOMAU's as per COMOMAGINST 3060.1F. (List any discrepancies and the status of the corrective action. See example below.)

- Quarterly correspondence received from NR MOMAU's- Manning is down to 65%, initiative to improve manning levels: recoding command billets from AA to AK.

e. CO subjective Evaluation: (One paragraph addressing any comments or issues not specifically mentioned in report.)